



Everett Public Facilities District

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REQUEST FOR PROPOSAL Architectural and Design Services

I. INTRODUCTION

The Edward D. Hansen Conference Center, an Everett Public Facilities District (“EPFD”) operated conference center, located at 2000 Hewitt Avenue, Everett, WA 98201, is soliciting bids/Proposals from Architect & Design teams to provide design options for possible renovations to the facility. The project is located at: 2000 Hewitt Avenue, Everett, WA 98201.

II. PROJECT DESCRIPTION

The Edward D. Hansen Conference Center opened in 2003 and contains an 11,385 sq. foot Grand Ballroom as well as two additional approximately 800 sq. foot meeting rooms. There have been no substantial renovations to the space since opening. Management of the Conference Center is interested in designs for possible renovations to this vibrant conference and event space to maintain its ability to attract business. These designs will provide information to the EPFD so it can make informed decisions as to any desired renovations. Possible renovation options include: floor finishes, paint and wall coverings, light fixtures, structural changes to meet current and future expected needs.

III. PREPARATION OF PROPOSALS

Envelopes containing Proposals shall be labeled as stated below and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

Name and location of project.

Name and address of bidder.

Addressed to Everett Public Facilities District.

Submit proposal in duplicate plus one original. (Oral or telephone modifications will not be considered.)

IV. PRE-QUALIFICATION

To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Washington.

Architect/Designer must have demonstrated prior experience in designing conference centers, convention centers, or other similar event hosting spaces.

V. SCOPE OF WORK

Scope of Services and Responsibilities are as follows:

Develop design options for the replacement of floor finishes

Develop design options for new paint colors and wall coverings

Develop lighting options for the replacement of fixtures

Suggest and design modifications to the board room and meeting spaces

Suggest and design modifications to the ballroom and pre-function areas

Provide cost estimates to all developed designs.

Demonstrate a cohesive vision with all designs while also ensuring all renovations independently fit with the current design and layout if only certain portions of the delivered designs are acted upon.

VI. FORM OF PROPOSAL

Proposals must consist of the following information in the order indicated below:

Cover letter stating interest in project with signature of duly authorized principal.

Technical qualifications.

Experience with similar projects involving conference centers, convention centers, or other similar event hosting spaces.

Experience of key staff personnel assigned to the project.

List of Professional/Owner References and Cost History.

Evidence of License in the State of Washington.

Cost of services breakdown in accordance with Section V Scope of Services as applicable.

VII. ACCEPTANCE OR REJECTION OF PROPOSAL:

The EPFD reserves the right to reject any and/or all Proposals when such rejection is in the interest of the EPFD to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously

failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the EPFD, not in a position to perform the contract. EPFD also reserves the right to waive any information and technicalities in bidding. Contract will be awarded based on three factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. The EPFD reserves the right, however, to award contract to its best interest.

Price = 30 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 60 Points. Points will be awarded on the basis of prior experience in performing similar work.

Location = 10 Points. The highest number of points in this category will be given to businesses located in the Greater Everett area.

VIII. GENERAL INFORMATION

Bid Proposals will be received at the offices of Spectra Venue Management, 2000 Hewitt Avenue, Suite 200, Everett, WA 98201, until 4:00 P.M. January 30, 2020. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened publicly and read privately.

The District will negotiate a contract with the most qualified firm at a price that the District determines is fair and reasonable. In making its determination, the District will consider the value of the services to be rendered as well as the scope, complexity, and professional nature of the services to be provided. If the District is unable to negotiate a satisfactory contract with the firm selected at a price that is determined to be fair and reasonable, negotiations with that firm will be terminated in writing. Another firm will then be selected, and the process continued until an agreement is reached or the process is terminated.